

REGULAR MEETING – STURGIS PLANNING BOARD
January 21, 2020
WIESLOCH RAUM – CITY HALL

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Mahler, Liston, Stage, Allen, Jones, Brothers

Commissioners Absent: Caywood, Eaton

Staff Present: Will Prichard, Director of Community Development; Mike Hughes, City Manager; Kara Falkenstein, Recording Secretary

Also Present: Chuck Senatore, 2773 S. Centerville Road; Steve Shevick, 618 N. Centerville Road; Nathan Shevick, 618 N. Centerville Road; Doug Lindeman, 618 N. Centerville Road; Elena Meadows, Sturgis Journal; Jimmy Meadows

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus, with one change:

- Removal of Agenda item 5(c) regarding a Planned Development District

Action of Minutes of Previous Meetings

APPROVAL of the minutes from December 17, 2019 regular meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Special Land Use – 618 N. Centerville Road – Commercial Medical Marihuana Facility Provisioning Center

Chairman Mikulenas read the Staff Report and opened the Public Hearing and asked if there was a representative for the property and that they approach the podium. Nathan Shevick, a representative for 269 Ventures, LLC., approached the podium and explained plans for the property located at 618 N. Centerville Road. A provisioning center was proposed for the property, however, in the future, 269 Ventures, LLC. plans to grow and process at that same location.

Mr. Mikulenas stated the following 3 stipulations must be complied with prior to final City Permit:

- 1) Issuance of License Qualification by the State of Michigan for the Permit Holder under State law and the City of Sturgis receiving a copy of that License Qualification prior to occupancy.
- 2) Issuance of final occupancy of the Permitted Premises by the Community Development Department. All construction must be in accordance with applicable zoning ordinances, building codes, and any other applicable state or local laws, rules or regulations.
- 3) Issuance of Final Approval by the State of Michigan and the City of Sturgis receiving a copy of the Final Approval prior to the business opening.

Mr. Mikulenas asked Mr. Shevick whether he understood the terms; Mr. Shevick confirmed that he did.

The Commission members then reviewed the Special Land Use requirements; all requirements were met.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Allen, seconded by Jones, to approve the Special Land Use for a medical marihuana provisioning center for 269 Ventures, LLC. at 618 N. Centerville Road as presented.

Voting yea: Five Voting nay: One (Mahler) Abstained: Liston Absent: Caywood, Eaton
MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Site Plan Review – 2773 S. Centerville Road

Chairman Mikulenas read the Staff Report and asked if there was a representative for the property and that they approach the podium. Chuck Senatore, owner of the property located at 2773 S. Centerville Road, approached the podium and explained the plans to remove the existing building and construct a building and parking lot to meet current code.

The position of the existing building encroaches on the rear yard setback requirements as it is currently only 3 feet from the property line. Once the existing building is removed, the proposed new building would be 5 feet from the rear property line, encroaching the setback by 20 feet. At a regular meeting on November 12, 2019, the Zoning Board of Appeals granted a 20' variance for the proposed building. The granted variance will accommodate the positioning of the proposed building.

Mr. Senatore explained that there have been many obstacles since purchasing the property; he was working through each to bring the proposed site plan into compliance with current codes.

Motion: Made by Jones, seconded by Brothers, to approve the site plan for 2773 S. Centerville Road as presented.

Voting yea: Seven

Voting nay: None

Absent: Caywood, Eaton

MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Commissioner/Staff Comments

- Mr. Mikulenas explained that the Community Development Department had been contacted regarding two-family dwellings zoning requirements. Currently, two-family dwellings in residential districts are only permitted within the Residential 4 (R-4) zoning district. An interested party had come forward proposing a duplex at a property located on Arden Park, formerly used as Arden Park School. However, the property is currently zoned as Residential 3 (R-3) and a two-family dwelling would not be permitted.

Discussion took place regarding the request. Overall the members felt that there should be restrictions for two-family dwellings and that each request should be handled on a case-by-case basis. Members agreed to review proposed language when it became available.

- Will Prichard, Director of Community Development, explained that a property owner had contacted the department with concerns of how the square footage allowance for accessory structures was calculated. The property owner's home was situated on a large lot, but due to the size of the home, he was unable to add any additional accessory structures.

Mr. Prichard explained that proposed language could be drafted to include exceptions for properties exceeding 1 acre in size. Mr. Jones shared that he felt the current ordinance was adopted because of proportion; the home should be the main structure on the property, the accessory structures should be smaller. Mr. Mahler indicated his home was situated on a double lot, so he could understand the situation. Mr. Mikulenas asked whether the proposed language would require a variance; Mr. Prichard indicated no because there would be no hardship.

Mr. Prichard explained that placement of driveways can cause conflict on a property if the driveway is already at the maximum width and they are unable to widen to meet the accessory structure.

Mr. Prichard indicated that it is a common practice for a home's square footage to be used in calculating the square footage allowance of accessory structures when comparing to other municipalities ordinances. He indicated the current ordinance fits the majority of City of Sturgis properties.

Members agreed to review proposed language for a square footage multiplier for larger lots when it becomes available.

- Mr. Liston asked the status of the Community Master Plan. Mr. Prichard indicated it had been out there for public review and would then be coming soon to the Planning Commission for adoption.

Adjourned 6:31 p.m.

Kara falkenstein

Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING BOARD
February 18, 2020
WIESLOCH RAUM – CITY HALL

Vice-Chairman Allen called the meeting to order at 5:30 p.m.

Commissioners Present: Allen, Liston, Stage, Eaton, Caywood, Brothers

Commissioners Absent: Mikulenas, Mahler, Jones

Staff Present: Will Prichard, Director of Community Development; Mike Hughes, City Manager; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Jim Ware, Jim Ware Construction, Inc.; Dan Boring, 170 W. Chicago Road; Dawn Foster, 204 E. Chicago Road; Danielle Huff, 204 E. Chicago Road; Jamie Crites, 66181 N. Lakeview; Sean McMickle, Spire Development; Lyle Graff, 111 N. Monroe Street; Ruth Graff, 111 N. Monroe Street; Tom Walker, 121 N. Nottawa; John Marshall, 208 E. Chicago Road; Leslie Marshall, 208 E. Chicago Road; Gail Morris-Poley, 115 N. Monroe Street; Daniel Lehman, 111 N. Monroe Street; Henry Schwartz, 419 Liberty Street; Tyler Knox, TWG Development; Sam Rogers, TWG Development; Roger Krantz, 27521 Featherstone Road; Rob Falkenstein, Downtown Development Authority; Richard Dudek, 505 S. Fourth Street; Thomas Scheetz, 306 E. Chicago Road; Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from January 21, 2020 regular meeting.

Vice-Chairman Allen asked for visitor comments for items not on the agenda; none were heard.

Vice-Chairman Allen presented the first agenda item – Site Plan Review – 500 International Way – Atlantic Packaging

Vice-Chairman Allen asked if there was a representative for the property and that they approach the podium. James Ware of James Ware Construction Inc. approached the podium. He explained that Atlantic Packaging is proposing construction of 2 buildings greater than 50,000 square feet each. Atlantic Packaging had acquired 2 additional adjacent parcels and a lot combination had been completed.

Mr. Ware indicated that the existing retention pond will be removed and relocated to accommodate runoff from the buildings and parking lots. Mr. Liston inquired whether the treatment plant, located on the parcel formerly known as Spence Field, would remain; Mr. Ware indicated that it would.

Vice-Chairman Allen asked for comments from the public.

Motion: Made by Eaton, seconded by Liston, to approve the site plan for 500 International Way as presented contingent upon final approval by City staff.

Voting yea: Six

Voting nay: None

Absent: Mikulenas, Mahler, Jones

MOTION CARRIED

Vice-Chairman Allen presented the second agenda item – Adoption of the Community Master Plan

Vice-Chairman Allen opened the Public Hearing and read the Staff report. Gail Morris-Poley inquired whether building height requirements in the City of Sturgis had changed as she had not received notification. Will Prichard, Director of Community Development, indicated that nothing had changed with height requirements during the Community Master Plan Update.

Vice-Chairman Allen read the resolution to adopt the Community Master Plan.

Vice-Chairman Allen closed the Public Hearing.

Motion: Made by Stage, seconded by Eaton, to approve the resolution for adoption of the Community Master Plan as presented.

Voting yea: Six Voting nay: None Absent: Mikulenas, Mahler, Jones MOTION CARRIED

Vice-Chairman Allen presented the third agenda item – Zoning District Change Request – 303 St. Joseph Street

Vice-Chairman Allen opened the Public Hearing and reviewed the report from City staff. Tom Grywalski of Spire Development approached the podium and explained that a zoning district change would be required for their proposed development of the property located at 303 St. Joseph, the former Paramount Furniture Company site.

The property was zoned Residential 3 (R-3) which prohibits multi-family dwellings. The zoning district change request, once approved by the Planning Commission and City Commission, would rezone the property to Residential 4 (R-4), allowing for development of a three-story apartment building.

Mr. Grywalski explained the St. Joseph County's Average Median Income (AMI) and how it would affect the tenant's rent. Mr. Brothers inquired whether utilities are included with rent; Mr. Grywalski indicated Spire Development would be responsible for water, sewer and trash removal, anything else would be the tenant's responsibility.

Gail Morris-Poley, owner of the property located at 115 N. Monroe Street, inquired whether Spire Development had considered using ecological materials, such as solar panels and materials with R values, in their building construction. Mr. Grywalski indicated that Spire Development will follow the Green Building Code.

Richard Dudek of 505 S. Fourth Street inquired as to what is expected of the market value for the rental units. Mr. Grywalski indicated that 65% of the units are 60-70% AMI, the other 35% will lower and tiered accordingly.

Motion: Made by Eaton, seconded by Brothers, to recommend the request for a zoning district change to Residential 4 at 303 St. Joseph Street to the City Commission for approval as presented.

Voting yea: Six Voting nay: None Absent: Mikulenas, Mahler, Jones MOTION CARRIED

Vice-Chairman Allen presented the fourth agenda item – Sketch Site Plan Review – 303 St. Joseph Street

Vice-Chairman Allen reviewed the sketch site plan that had been submitted by Spire Development for the property located at 303 St. Joseph. The site had previously housed the Paramount Furniture Company and there were known contaminants that must be abated. Once contaminants were abated, the proposed construction would be a 3-story building to house 45 living units.

Mr. Prichard explained that Spire Development had complied with all the changes requested by City staff.

Roger Krantz, owner of The Tool Shed, explained that his business is located on an adjacent property to the proposed site and that he is concerned with the proposed location due to the impact it could have on his business. He indicated that U-Haul trailers are frequently dropped off at The Tool Shed and that that could be affected by the traffic at the proposed apartment building. Many of the U-Hauls are dropped in the street adjacent to The Tool Shed parking lot; he feels this could be an issue.

No Action was taken.

Vice-Chairman Allen presented the fifth agenda item – Planned Development District – 200 E. Chicago Road and 111 N. Monroe Street

Vice-Chairman Allen opened the Public Hearing and read the Staff report. He then asked if there was a representative for the property and that they would approach the podium. Tyler Knox of TWG Development approached the podium and explained the proposed project, a 40 unit apartment building located at 200 E. Chicago Road and 111 N. Monroe Street, to house seniors 55 years of age and older. TWG Development had an agreement with the owner of the property located at 111 N. Monroe Street to purchase the property contingent upon the establishment of a Planned Development District and secured funding.

Ms. Morris-Poley approached the podium and expressed that she does not want the proposed development in her neighborhood as she felt the proposed building would be too expansive for the lot size. She was concerned with how the complex would be managed. She felt the exterior should fit the age of the neighborhood and did not feel that the renderings indicated this. Ms. Morris-Poley voiced concerns with access to the building for emergency response vehicles. She felt the access would be too limited for a large fire engine to respond in the event of an emergency.

Leslie Marshall, owner of BOFA, approached the podium and inquired whether the traffic island located near the proposed site would remain. Mike Hughes, City of Sturgis Manager, explained that removal of the traffic island would require a traffic study and permission from the Michigan Department of Transportation. Ms. Marshall explained issues she had had at her property located at 206 E. Chicago Road due to traffic flow. She had concerns about how the development might impact these issues.

John Marshall, 28295 White Street, voiced concerns of lack of parking for the retail development in the proposed building and that he had concerns of how the proposed building would be accessed due to the traffic island constricting the flow of traffic in the area.

Lyle Graff, a tenant at the apartment building located at 111 N. Monroe Street, approached the podium and inquired as to how long he could remain in his apartment before he must relocate. Mr. Knox indicated the tenants should be aware of plans by the fall.

Richard Dudek, 505 S. Fourth Street, inquired as to how long the units must remain occupied by seniors. Mr. Knox indicated that if funding is granted by the Michigan State Housing Development Authority, occupancy must remain age 55 and older for a minimum of 45 years. Mr. Dudek inquired what the AMI is based on; Mr. Knox showed the information and Mr. Prichard indicated that Mr. Dudek could request to receive the information in print.

Vice-Chairman Allen closed the Public Hearing.

Mr. Caywood reviewed the space requirements for a Planned Development District. He did not feel that the proposed building met either requirement and inquired how the requirements could be avoided. Mr. Prichard explained that the Planning Commission has the power to approve a Planned Development District that does not meet the space requirements. Mr. Caywood also indicated that he would be against the removal of the traffic islands as he feels they have been beneficial to control traffic.

Mr. Stage inquired how much experience TWG Development has had with these developments; Mr. Knox indicated that TWG Development managed 75 apartment complexes. Mr. Stage explained that he has driven by some of the apartment complexes and has been impressed by them.

Vice-Chairman Allen indicated he was struggling with whether the apartment complex was the appropriate use for the downtown; Mr. Caywood agreed. Mr. Eaton cited examples of towns that were creating high density developments and have had success. Mr. Stage indicated profitability would require a certain size of building; if the project were to scale down, the profits would be less. Mr. Allen explained that he had spoken with the Planning Commission Chairman, Mr. Mikulas, and he indicated that he had some concerns regarding the project.

No motion was made. Vice-Chairman Allen requested a two week period to allow commission members to visit other TWG Development properties. Following the site visits, the Commission would hold a Public Hearing at a Special Planning Commission meeting at a later date. All Commission Members agreed to table the topic.

Adjourned 6:54 p.m.

Kara Falkenstein

Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING BOARD
March 6, 2020
WIESLOCH RAUM – CITY HALL

Chairman Mikulenas called the meeting to order at 12:00 p.m.

Commissioners Present: Mikulenas, Mahler, Liston, Stage, Allen, Jones, Eaton

Commissioners Absent: Caywood, Brothers

Staff Present: Will Prichard, Director of Community Development; Mike Hughes, City Manager; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Robert Hile, City of Sturgis Mayor; Sam Rogers, TWG Development; Daniel Lehman, 111 N. Monroe Street; Matt Foster, 204 E. Chicago Road; Gail Morris-Poley, 115 N. Monroe Street; Thomas Scheetz, 306 E. Chicago Road and 102 ½ N. Fourth Street; Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Planned Development District – 200 E. Chicago Road and 111 N. Monroe Street

Chairman Mikulenas opened the Public Hearing and asked if there was a representative for the property and that they approach the podium. Sam Rogers of TWG Development approached the podium and thanked the commission members that were able to visit a few of TWG Development's properties the previous week. He explained that TWG Development had made some changes to the original proposed site and building: the canopies coverage had been increased by about 60%; the building could be positioned further to the west and a fence could be installed, if desired. Will Prichard, Director of Community Development, explained that City staff was requesting the proposed building be shifted furthest east to create no gap with the neighboring building. This would eliminate maintenance to the yard area, such as mowing and removal of rubbish.

Chairman Mikulenas explained that the previous week he was able to attend the site visit to two of TWG Development's other properties. He felt they were clean and well maintained. Mr. Allen indicated that, he too, had been able to attend the site visit and he no longer had doubts about the project.

Mr. Mikulenas indicated that there during their site visit, a list had been compiled of items to be addressed. Mike Hughes, City Manager, addressed the following items:

- Bike Storage
- Security camera location: Mr. Rogers indicated that cameras are typically located on the exterior at each entrance and in the bike storage locations, however, if funds would be available, interior cameras may be possible.
- Trash chute: The chute would provide transport of waste to the exterior of the building.
- Car Port was discussed that this would not be in the plans for the Sturgis development
- Flooring materials: Would prefer to have vinyl laminate flooring materials, or something similar, installed rather than carpeting.
- Pet waste disposal: Due to TWG's small pet policy, waste disposal stations were requested.
- Golf cart parking: Because golf carts are permitted within the City of Sturgis with proper permitting, golf cart parking could be a possible amenity.
- Kitchen islands with lower countertops: Could be provided for handicap accessibility.

Mr. Rogers did not dispute any of the items addressed.

Mr. Rogers explained that in most of their senior living apartments, parking is one space per apartment and felt that there was adequate parking proposed for this development. Chairman Mikulenas inquired to the size of the retail space and what was included in the amenity area. Mr. Rogers responded that the retail space is approximately 1,700 square feet. The amenity space would include a computer room, fitness room, community room, leasing office and mail room.

Mr. Jones explained that he had reviewed the report documented by BYCE & Associates, an architectural firm in Kalamazoo, Michigan. The report had been requested by the City of Sturgis to review the architectural design elements proposed by TWG Development for the project. Mr. Jones indicated he agreed with the contents of the report regarding the proposed building façade.

Mr. Liston inquired as to where the mechanical units would be located for the building; Mr. Rogers indicated the units would be housed on the roof of the building behind parapets that would mask their presence.

Mr. Liston indicated he had doubts on the amount of parking spaces being provided. Mr. Prichard indicated that the zoning ordinance states for the proposed apartments would require 50 spaces. If the vacant commercial space is utilized for retail, based on the zoning ordinance which states one space per 155 square feet of usable floor space. Commercial tenants in the downtown have been utilizing public spaces, which the commercial space will be able to use as well. Staff feels that with the 47 spaces provided on site, the additional 8 spaces provided on Monroe Street and the public parking north of the Bandholtz building, adequate parking would be available. Members discussed potential scenarios with neighboring properties; Mr. Rogers indicated that TWG Development could implement permit based parking, if the need arises. Daniel Lehman, property owner of the multi-unit apartment building at 111 N. Monroe Street, approached the podium and explained that out of the 5 tenants over the age of 55 that live in the apartment building, only 1 had a vehicle. Mr. Liston wondered if there would be any possibility to increase the parking on East Chicago Road by 3 to 4 spaces; Mr. Prichard indicated that the Michigan Department of Transportation would determine that and they had not yet been contacted.

Chairman Mikulenas had requested more detail on the income requirements. Mr. Rogers reviewed the Area Median Income (AMI) in relation to the project; tenants must income qualify and the program will allow up to four occupants in a 2 bedroom apartment.

Mr. Eaton exited the meeting.

Chairman Mikulenas asked for comments from the public.

Gail Morris-Poley indicated she felt the proposed building is too large for the lot size and was not in favor of the project. She indicated that the building would infringe on the privacy of the neighboring properties. She cited examples of vacant lots near Chicago Road and Franks Avenue that were much larger in size and could accommodate such a project. She indicated the amenities that would be available in such a location. Ms. Morris-Poley indicated that when MOSO Village was constructed it took available parking areas away from the Strand Theater; she felt this could happen at the proposed location.

Matt Foster, a representative of the beauty salon located at 204 E. Chicago Road, inquired as to who would be responsible if something happened to their building during construction of the proposed building. Mr. Rogers explained that TWG Development could provide proof of liability insurance and a builder's risk policy. Mr. Foster was in favor of the proposed project as he felt that it could bring business to the beauty salon.

Thomas Scheetz, owner of the property located at 306 E. Chicago Road and 102 ½ N. Fourth Street, indicated that he plans to develop a parking area for his property. The property was currently vacant and could be used for a nominal fee for excess parking of downtown properties. He stated he was in favor of the proposed project as there is a need for housing in the City of Sturgis.

Chairman Mikulenas closed the Public Hearing.

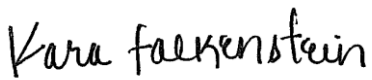
Mr. Prichard explained that a conceptual overview had been created to show what the proposed building would look like in comparison to neighboring properties. He reviewed the information with the members.

Motion: Made by Stage, seconded by Liston, to recommend the request by TWG, Inc. for a Planned Development District at 200 E. Chicago Road and 111 N. Monroe Street as presented to the City Commission.

Voting yea: Six Voting nay: None Absent: Caywood, Brothers, Eaton MOTION CARRIED

Mr. Prichard explained the process for a Planned Development District to the members. Mr. Mikulenas confirmed with Mr. Rogers from TWG Development that April 1st was the deadline for submittal of a grant request to the Michigan State Housing Development Authority (MSHDA) for the project; Mr. Rogers indicated that TWG Development will receive notification of approval or denial of the grant in June of 2020.

Adjourned 12:52 p.m.



Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING BOARD
April 21, 2020
ELECTRONIC MEETING

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Allen, Mahler, Jones, Stage, Liston, Brothers

Commissioners Absent: Caywood, Eaton

Staff Present: Will Prichard, Director of Community Development; Mike Hughes, City Manager; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Gene Harrison, Wings, Etc.; Jeremy Jones, Prism Partners; Tim Jones, Atwell, Inc.; Tom Grywalski, Spire Development; Mike Cannady, Newkirk Electric; Sean McDermott, Spire Development; Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus with the following change:

- Special Land Use Request for 113 W. Chicago Road to be moved from agenda item E to agenda item A.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from February 18, 2020 regular meeting.

APPROVAL of the minutes from March 6, 2020 special meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Special Land Use – 113 W. Chicago Road – Wing's Etc. - Mural

Chairman Mikulenas explained the requirements for a mural in the Central Business District and opened the Public Hearing. He then asked if there was a representative for the property. Gene Harrison of Harrison Investment Properties, LLC. was present via Zoom, however, when asked if he would like to speak, he was not able to be heard due to technical difficulties.

Examples of the proposed murals were reviewed. Chairman Mikulenas indicated a stipulation of the special land use should be that the owner must provide a rendering of the proposed final mural to the Community Development Department for approval before they begin their project.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

The Commission members then reviewed the Special Land Use requirements; all requirements were met.

Motion: Made by Jones, seconded by Liston, to approve the application for Special Land Use for mural at 113 W. Chicago Road for Harrison Investment Properties, LLC. as presented. The owner must provide final mural rendering to the Community Development Department prior to beginning the project for approval.

Voting yea: Seven

Voting nay: None

Absent: Caywood, Eaton

MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Site Plan Approval – Parcel #75-052-777-450-00 and 75-052-777-451-00 - Large Solar Energy System

Chairman Mikulenas read the Staff report. The proposed large electric solar system project was expected to commence in May of 2020 and be complete by the end of the same year. Plans included connection to the City of Sturgis water system as the proprietors had plans to abandon the existing well on the properties. Jeremy Jones of Prism Partners explained that there were seeking final approval on the proposed site plan. Newkirk Electric had been selected as the contractor for the project; Atwell, Inc. had also been hired to complete final engineering and construction plans for continuity as they had previous involvement with the project.

Will Prichard, Director of Community Development, explained there had been some changes made to the site plan since the Commission packet had been provided to members. He reviewed the changes and suggested that if approved, the approval be granted on plans dated April 21, 2020.

Mr. Liston inquired as to whether the property facing South Centerville Road could be sold as it did not appear to be part of the solar system project; Mr. Jones indicated that was the intent. Mr. Liston asked what the area indicated as a staging area would be used for; Mr. Jones indicated that would be used during the construction of the large solar energy system only.

Chairman Mikulenas asked for Public Comment; no comments were heard.

Motion: Made by Allen, seconded by Mahler, to approve the site plan application for Large Energy Solar System on parcel #75-052-777-450-00 and parcel #75-052-777-451-00 as per the site plan submitted.

Voting yea: Seven Voting nay: None Absent: Caywood, Eaton MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Class “A” Non-Conforming Structure Request – 401 E. Congress Street

Chairman Mikulenas read the Staff report indicating that the owner of the property located at 401 E. Congress Street was seeking a Class “A” Non-Conforming designation due to setback requirements. The property had been recently purchased by Cowan Construction as an investment property for resale. Upon receiving their Building Permit, they were notified that the current setback requirements may prevent the home being rebuilt in the current location if anything were to happen, such as fire, natural causes, etc.

Chairman Mikulenas read through the conditions for the Class “A” Non-Conforming request. Mr. Mahler inquired whether the property owner was requesting to change the footprint of the home in any way. Mr. Mikulenas indicated that that was not the intent of the request.

Chairman Mikulenas opened for Public Comment; no comments were heard.

Motion: Made by Liston, seconded by Jones, to approve the application for a Class “A” Non-Conforming designation for the primary structure at 401 E. Congress as presented.

Voting yea: Seven Voting nay: None Absent: Caywood, Eaton MOTION CARRIED

Chairman Mikulenas presented the fourth agenda item – Special Land Use Request – 303 St. Joseph Street – High Density Apartments

Chairman Mikulenas read the Staff report and opened the Public Hearing. Mr. Mikulenas asked whether the previously approved zoning district change had been finalized; Mr. Prichard indicated both readings at the City Commission and the 20-day waiting period had been completed.

Elena Meadows of the Sturgis Journal asked if either of the proposed housing developments in Sturgis had received their funding for the projects; Andrew Kuk, City of Sturgis Development Director, explained that due to the current situation with Covid-19, funding application deadlines and approval dates had been delayed. Mr.

Mikulas inquired as to whether any new award dates had been announced; Tom Grywalski of Spire Development explained that typically funding was granted around Independence Day, however, due to Covid-19, they were expecting to be notified in August or September.

Chairman Mikulas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulas closed the Public Hearing.

The Commission members then reviewed the Special Land Use requirements; all requirements were met.

Motion: Made by Jones, seconded by Allen, to approve the application for special land use for high-density apartments at 303 St. Joseph Street as presented.

Voting yea: Seven Voting nay: None Absent: Caywood, Eaton MOTION CARRIED

Chairman Mikulas presented the fifth agenda item – Site Plan Review – 303 St. Joseph Street

Mr. Grywalski highlighted the site plans for the proposed high density apartments at 303 St. Joseph Street. Mr. Grywalski indicated that there was a code requirement that brought on the changes in the ingress and egress routes that were originally proposed in the sketch plan review at a previous Planning Commission meeting. Mr. Prichard indicated the proposed ingress and egress routes in the original sketch review would require approval from the Zoning Board of Appeals. Due to this being for a MSHDA funding, there are some items that still need to be finalized. These items can be finalized at staff level and staff would request the approval of the site plan be contingent on the following items to be completed and approved:

- Final Civil Engineering Plans and Survey
 - Final grading, floor elevations and contours.
 - Lighting details.
 - Drainage plan: Including site drainage and storm water details.
 - Dumpster Enclosure Details.
 - Easement for bike path.

Chairman Mikulas asked for comments from the public; no public comments were heard.

Motion: Made by Allen, seconded by Brothers, to approve the site plan for 303 St. Joseph as presented contingent on final approval by City staff.

Voting yea: Seven Voting nay: None Absent: Caywood, Eaton MOTION CARRIED

Chairman Mikulas presented the sixth agenda item – Zoning District Change Regarding Central Business District

Chairman Mikulas read the Staff report and opened the Public Hearing. He explained that the zoning district changes would eliminate some inconsistencies in the current zoning maps. He then explained the process for a zoning district change.

Chairman Mikulas asked for public comment; no comments were heard.

Chairman Mikulas closed the Public Hearing.

Motion: Made by Jones, seconded by Allen, to approve to adopt the Resolution recommending zoning district changes as presented to the Sturgis City Commission.

Voting yea: Seven Voting nay: None Absent: Caywood, Eaton MOTION CARRIED

Chairman Milulenas presented the seventh agenda item – New Public Park Sign – 715 S. Nottawa (Oaklawn Park)

Chairman Mikulenas read the staff report and explained the requirements for City approval for the installation of a new public sign. He explained the current sign is deteriorating and in need of replacement.

Chairman Mikulenas reviewed the following 3 conditions as per City of Sturgis Zoning Code section 1.1011 for signs accessory to parks:

2a- There should be no visibility issues with vehicles or pedestrian traffic due to its placement.

This sign will be approximately 5 feet from the property line.

2b- This sign is being professionally created and installed.

This sign should have no negative impact on the neighborhood or surrounding properties.

2c- The location of this sign is flat, no buildings and the area is well maintained.

All conditions were met.

Chairman Mikulenas asked for public comment; no comments were made.

Motion: Made by Liston, seconded by Mahler, to approve sign for the Sturgis Oaklawn Park as per the design and sketch plan submitted.

Voting yea: Seven

Voting nay: None

Absent: Caywood, Eaton

MOTION CARRIED

Adjourned 6:30 p.m.

Kara Falkenstein

Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING BOARD
May 19, 2020
ELECTRONIC MEETING

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Allen, Mahler, Jones, Stage, Liston, Brothers
Commissioners Absent: Eaton, Liston

Staff Present: Will Prichard, Director of Community Development; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from April 20, 2020 regular meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Class “A” Non-Conforming Structure – 1321 S. Lakeview – Fence

Chairman Mikulenas read the Staff Report and explained that both agenda items were regarding non-conforming fences on adjacent lots within the same neighborhood.

The fence was dilapidated and needed to be replaced as it was also used as a barrier for a swimming pool at a neighboring property located at 1320 E. Rishel. Not permitting the fence to be removed and reinstalled in the same location would be a safety hazard for the pool structure, which requires a minimum 48” barrier.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas reviewed the Class “A” Non-Conforming conditions; all conditions were met.

Motion: Made by Allen, seconded by Stage, to approve the application for a Class “A” Non-Conforming structure at 1321 S. Lakeview, Parcel ID#75-052-660-061-00, as presented.

Voting yea: Seven

Voting nay: None

Absent: Eaton, Liston

MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Class “A” Non-Conforming Structure – 1320 E. Rishel

Chairman Mikulenas read the Staff report. The owner of the property located at 1320 E. Rishel was requesting a Non-Conforming structure designation for a fence on the north and west side of the property and pool location. The owner had not yet decided whether a new fence would be installed, however, had applied for the Class “A” Non-Conforming designation to allow them to place the fence where it stood.

According to City records, the non-conforming fence was indicated on the Building Permit for the swimming pool in 1992. At that time, the fence had been permitted to be installed.

Chairman Mikulenas asked for Public Comment; no comments were heard.

Chairman Mikulenas reviewed the Class “A” Non-Conforming conditions; all conditions were met.

Motion: Made by Jones, seconded by Mahler, to approve the application for a Class "A" Non-Conforming structure status for the existing fence at 1320 E. Rishel, Parcel ID#75-052-660-060-00, as presented, with the stipulation that if the northeastern corner section of fence were to be removed in the future by the property owner at 1321 S. Lakeview, it would be the responsibility of the property owner of 1320 E. Rishel to replace.

Voting yea: Seven

Voting nay: None

Absent: Eaton, Liston

MOTION CARRIED

Adjourned 5:44 p.m.

Kara falckenstein

Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING BOARD
JUNE 16, 2020
UNION ROOM B – STURGES-YOUNG CENTER FOR THE ARTS

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Allen, Mahler, Stage, Liston, Brothers

Commissioners Absent: Caywood, Eaton

Staff Present: Will Prichard, Director of Community Development; Kara Falkenstein, Recording Secretary

Also Present: Howard Green, Iceberg; Enterprises; Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from May 19, 2020 regular meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Site Plan Review – Kirsch Industrial Park Condominium

Chairman Mikulenas read the Staff Report and explained Iceberg Enterprises had requested a site plan review for a third amendment to the master deed and plans. Howard Green, CEO of Iceberg Enterprises, explained that Iceberg Enterprises had purchased 400,000 square feet of the building in phases. He indicated that, at the time of the meeting, Iceberg had no use for a portion of the building and was proposing to divide the condominium and sell the unneeded portion to All That Jazz.

The condominium was divided into 3 units. The third amendment involves dividing unit 1, which would create unit 4 on the east side as their submitted plans had indicated. The updated parking allocation agreement included 4. The agreement would be recorded with the amendment.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Motion: Made by Allen, seconded by Mahler, to approve the application for site plan review for the third amendment to the Kirsch Industrial Park Condominium, St. Joseph County Subdivision #32 as presented. No separate motion was needed for the parking allocation agreement.

Voting yea: Six

Voting nay: None

Absent: Caywood, Eaton

MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Class “A” Non-Conforming Structure – 213 S. Maple

Chairman Mikulenas read the Staff report. The owner of the property located at 213 S. Maple was requesting a Non-Conforming structure designation for a fence. Will Prichard, Director of Community Development, reviewed pictures of the previous fence and the newly placed fence. Mr. Mikulenas asked what constitutes changing a fence; Mr. Prichard explained the only thing that remained from the existing fence was the posts, therefore, a Building Permit was needed.

Mr. Stage asked what the realistic alternatives were; Mr. Mikulenas indicated the fence could be removed, relocated or cut down. Mr. Prichard explained that he had discussed scenarios with the property owner, so she was aware of what the outcome could be.

Mr. Brothers inquired about the picket fence on the neighboring property that was shown in one of the photos that had been reviewed; the picket fence had been removed. Mr. Mikulenas asked about other fences on the block; Mr. Prichard indicated the other properties may have had fences, however they had been removed.

Mr. Prichard explained that if the Planning Commission members vote for the fence to meet the zoning code by relocating the fence, the property owner could request a variance. If a variance was requested, the neighbors would then be notified of the Public Hearing.

Chairman Mikulenas asked for Public Comment; no comments were heard.

Motion: Made by Mikulenas, seconded by Stage, to deny the application for a Class "A" Non-Conforming structure status for the existing fence at 213 S. Maple, Parcel ID#75-052-100-062-00, as presented.

Voting yea: None

Voting nay: Six

Absent: Caywood, Eaton

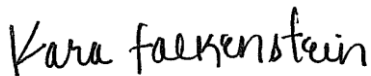
MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Parking Ordinance Discussion

Mr. Prichard explained that the City had been working with Beckett and Raeder to research what parking requirements other municipalities had and were enforcing, specific to parking areas and recreational vehicles. He indicated that there was no consistency throughout other municipalities regarding their enforcement of parking requirements.

Discussion continued regarding parking areas and parking of recreational vehicles. Once discussion came to a close, members agreed that a review of proposed language at a later meeting would be beneficial.

Adjourned 6:53 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING BOARD
July 21, 2020
ELECTRONIC MEETING

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Allen, Mahler, Stage, Liston, Brothers, Caywood
Commissioners Absent: Eaton

Staff Present: Will Prichard, Director of Community Development; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Daniel Lopez, 108 Grove Street; Kevin Chang, 1139 S. Centerville Road; John Gumma, 1139 S. Centerville Road; Elena Meadows, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from June 16, 2020 regular meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Class “A” Non-Conforming Structure – 108 Grove

Chairman Mikulenas read the Staff Report explaining that an existing fence on the property located at 108 Grove Street was non-conforming. The property owner had contacted the Community Development Department regarding removal of the existing fence to install a new privacy fence on the property. At that time, the owner was made aware that his existing fence was non-conforming and to install the proposed fencing, a Class “A” Non-Conforming Structure designation would be needed.

The property is a corner lot with the side facing William Street having no sidewalk, only a service drive. William Street is a dead end street, so traffic is limited. Will Prichard, Director of Community Development, noted that a stipulation could be placed on the approval that if a sidewalk is installed in the future, the fence must be relocated; the property owner agreed to this condition. Mr. Mikulenas explained to the owner that he must come back to the Planning Commission to discuss if a sidewalk were to be installed.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Motion: Made by Mikulenas, seconded by Liston, to approve the application for a Class “A” Non-Conforming Structure designation for a fence at 108 Grove Street, Parcel #75-052-330-065-00, with a stipulation that if a sidewalk is installed in the future, the fence must meet zoning requirements.

Voting yea: Seven

Voting nay: None

Absent: Eaton

MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Site Plan Review – 1139 S. Centerville Road

Chairman Mikulenas read the Staff report. Kevin Chang, a representative for Green Buddha, explained that changes had been made to the previously submitted site plan. The new site plan indicated that the existing building would be removed and a newly constructed building with 4 tenant spaces would be erected. Green Buddha would be housed in 1 tenant space and the 3 remaining spaces would house additional businesses.

Mr. Mikulenas inquired as to why the property owners had decided to demolish the existing building and construct a new building; Mr. Chang indicated that the previous use of the existing building better suited a single tenant space, rather than multiple businesses.

Mr. Chang explained that site plan reviews had been submitted for mechanical, electrical and plumbing; they were awaiting the permits. He indicated that if they received approval from the Planning Commission, they would be ready to pull demolition permits to remove the existing building.

Mr. Brothers inquired as to what material would be used on the façade of the building; John Gumma, proprietor of Green Buddha, indicated that the façade would be a stucco material. Mr. Caywood inquired as to the color scheme of the proposed building; Mr. Gumma indicated that earth tones would be used. An example was then shown to the members; no objections were heard.

Chairman Mikulenas asked for Public Comment; no comments were heard.

Motion: Made by Caywood, seconded by Brothers, to approve the site plan for 1139 S. Centerville Road, Parcel ID#75-052-777-212-01, as presented.

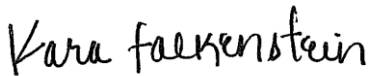
Voting yea: Seven

Voting nay: None

Absent: Eaton

MOTION CARRIED

Adjourned 5:52 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING BOARD
September 15, 2020
ELECTRONIC MEETING

Chairman Mikulas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulas, Allen, Mahler, Stage, Liston, Brothers, Caywood, Alvez
Commissioners Absent: Eaton

Staff Present: Will Prichard, Director of Community Development; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Mitchell Lesbirel, Axle Plastic, Inc.; Cody Newman, 309 N. Prospect Street; Shaunry Bauman, 309 N. Prospect Street; Kevin Kluck, 209 John Street

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from July 21, 2020 regular meeting.

Chairman Mikulas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulas presented the first agenda item – Special Land Use – 309 N. Prospect Street – Warehousing/Distribution

Chairman Mikulas read the Staff Report explaining the special land use request for warehousing and distribution services. Axle Plastic, Inc., a Canadian based company originating in 2012, did not produce products; they strictly packaged kits for distribution. They would receive bulk supply, package the items, then distribute items as single use products. Cody Newman, the architect for the project, spoke regarding the owner's plans for the use and access to the property, such as street access, hours of operation, etc.

Mr. Mikulas inquired as to the type of fencing was proposed to screen neighboring properties; Mr. Lesbirel, owner of Axle Plastic, Inc., indicated that the fence would be a chain link fence with privacy fencing that weaves through it. Mr. Mikulas explained that the Planning Commission tries to encourage fencing with little to no maintenance.

Mr. Mikulas inquired whether the City of Sturgis Engineering department had approved the storm water calculations; Will Prichard, Director of Community Development, stated yes and indicated that the department had been working with the owners regarding storm water drainage.

Discussion took place that their business hours would be from morning to approximately 4:00 to 5:00 p.m. in the evening; approximately 7 to 8 employees would work during this time. Mr. Prichard reviewed the map indicating where their distribution trucks would travel for access to the building; green and yellow marked streets indicated those streets that would be used for travel. Shaunry Bauman, the plant manager for the operation, explained that the typical route for the trucks would arrive to Sturgis via M-66, turn onto East Hatch and Jean Street for access to the building.

Chairman Mikulas asked for comments from the public; no public comments or concerns were heard.

The members reviewed the Special Land Use criteria; all criteria was met.

Motion: Made by Allen, seconded by Liston, to approve the application for a special land use at 309 N. Prospect, Parcel #052-650-010-00, for warehousing and distribution services.

Voting yea: Eight Voting nay: None Absent: Eaton MOTION CARRIED
Chairman Mikulenas presented the second agenda item – Design Review – GT Independence Sign – 209 John Street

Chairman Mikulenas read the Staff report. Kevin Kluck, a representative of SignArt, the company hired to design and install the new signage, was present for the meeting. Mr. Kluck explained that GT Independence had proposed a simple internally lit sign bearing the letters "gt".

Chairman Mikulenas asked for Public Comment; no comments were heard.

Motion: Made by Brothers, seconded by Alvez, to approve the Design Review Committees recommendation for the proposed signage for GT Independence at 209 John Street, as presented.

Voting yea: Eight Voting nay: None Absent: Eaton MOTION CARRIED
Chairman Mikulenas presented the third agenda item – Site Plan Review – 1221 N. Clay Street – Michiana Millworks

Mr. Mikulenas read the Staff report and asked if there was a representative for the project. The property owner was not present, however, Mr. Liston explained that he could speak as to the design of the proposed project. He had designed the proposed site plan and building; he explained he must abstain from a voting, but could answer any questions regarding the project.

Mr. Mikulenas explained that Michiana Millworks was a rapidly growing business that was in need of an expansion. In recent years, a previous expansion on the property had not been completed, causing disjoint between the City and the property owner. Mr. Mikulenas indicated he was disappointed that a representative was not present at the meeting because he wanted the owner to understand that the City, including the Planning Commission, wanted to work with the owner towards compliance. He asked Mr. Liston to convey this information to the property owner.

Discussion took place regarding use of a berm in place of a fence. Mr. Liston explained that the proposed berm would be 30' wide and 6' high. Mr. Mikulenas inquired whether you must figure in for shrinkage when forming a berm; Mr. Liston indicated yes. Mr. Mikulenas voiced he felt that the berm might create a maintenance issue. Mr. Brothers voiced that he had visited the property and noted that the landscaping was very untidy; Mr. Liston indicated that that will be a parking lot, so that would go away at some point.

Motion: Made by Allen, seconded by Stage, to approve the site plan for Michiana Millworks expansion of 8,850 square foot building, parking area and storage lot at 1221 N. Clay Street, as presented, with the following stipulations:

1. Special assessment payment agreement for any future sidewalk
2. Agreement for screening on west boundary if road were to be completed

Voting yea: Seven Voting nay: None Absent: Eaton Abstain: Liston MOTION CARRIED
Chairman Mikulenas presented the fourth agenda item – Commissioner/Staff Comments

Adjourned 6:34 p.m.

Kara Falkenstein

Kara Falkenstein, Recording Secretary

**SPECIAL MEETING – STURGIS PLANNING BOARD
OCTOBER 8, 2020
STURGES YOUNG CENTER FOR THE ARTS UNION ROOM B**

Chairman Mikulenas called the meeting to order at 12:00 p.m.

Commissioners Present: Mikulenas, Allen, Stage, Eaton, Brothers, Liston

Commissioners Absent: Caywood, Alvez, Mahler

Staff Present: Will Prichard, Director of Community Development; Kara Falkenstein, Recording Secretary

Also Present: Adam Finlayson, AKA Architects for 811 Broadus

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Site Plan Review – 811 Broadus – Skye Farms - Parking Lot Expansion

Chairman Mikulenas read the Staff Report explaining that Skye Farms was currently under construction phase at their building located at 811 Broadus. The building will serve as a medical marihuana class C grow facility and a possible provisioning center. Adam Finlayson of AKA Architecture explained that due to the impending weather, expansion of their 2 parking lots was necessary. Site plan approval was required for the parking lot expansion, hence the Special meeting.

Will Prichard, Director of Community Development, reviewed the plans for the parking lot expansions. Mr. Mikulenas indicated that he liked that the employee and customer parking lot was separated. Mr. Prichard highlighted a portion of the existing parking lot that would be repaved and improved upon.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Motion: Made by Eaton, seconded by Stage, to approve the site plan for Skye Farms at 811 Broadus, parcel #75-052-605-023-00, for two parking area expansions as per plans presented.

Voting yea: Six

Voting nay: None

Absent: Caywood, Alvez

MOTION CARRIED

Adjourned 12:14 p.m.

Kara Falkenstein

Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING BOARD
October 20, 2020
STURGES-YOUNG CENTER FOR THE ARTS – UNION B ROOM

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Allen, Mahler, Stage, Brothers, Alvez

Commissioners Absent: Eaton, Liston, Caywood

Staff Present: Will Prichard, Director of Community Development; Mike Hughes, City Manager; Kara Falkenstein, Recording Secretary

Also Present: Larry Piper, Clark Logic

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from September 15, 2020 regular meeting.

APPROVAL of the minutes from October 8, 2020 special meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda; none were heard.

Chairman Mikulenas presented the first agenda item – Retail and Retail Services in the Manufacturing District

Chairman Mikulenas explains that there are vacant commercial buildings within manufacturing zoning districts that could be utilized for retail and retail services. The current ordinance did not permit retail and retail services within the manufacturing zoning district. However, the Community Development Department had received requests from interested parties for amendments to allow such services within these districts. Larry Piper, Facilities Manager for Clark Logic, explained that Clark Logic owned properties within the manufacturing zoning district and had been approached by an interested party to lease space for retail services. The interested parties were informed that retail and retail services were not permitted within the manufacturing districts.

Will Prichard, Director of Community Development, explained that a vacant building that the party was interested in utilizing for retail and retail services had previously housed the Lakeland Paper Corporation. The site had adequate parking and would allow plenty of retail space. The party had outgrown their current retail location and were looking to expand.

City staff drafted proposed language for an ordinance to allow retail and retail services within the manufacturing district. The proposed language was presented to the Planning Commission members. A Public Hearing would be required to further any language changes.

Mr. Alvez inquired as to where the 30% maximum total floor space that the retail use can occupy came from; Mr. Prichard indicated that it was a number that City staff felt they could begin with and adjust, if necessary. The premise was to allow for larger scaled retail and retail services versus smaller convenience shops in the manufacturing districts; placing a minimum square footage and area would allow for this.

By consensus the Commission members agreed to hold a Public Hearing at the November meeting to hear proposed language based on discussion from that night's meeting.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulas presented the second agenda item – Two Family Dwellings

Mr. Prichard reminded the members of a previous meeting where they heard a request to allow two family dwellings in the Residential-3 zoning districts. The party had voiced an interest in converting the former Arden Park school into a duplex. No further contact had been made with the interested party, however, additional language had been proposed to change the ordinance to permit two family dwellings in the R-3 zoning districts with a Special Land Use.

Mr. Mikulas indicated he would want data of what the minimum square footage of parcels would be. Discussion took place regarding possible square footage requirements to permit two family dwellings within the R-3 zoning districts.

By consensus the Commission members agreed to hold a Public Hearing at the November meeting to hear proposed language.

Chairman Mikulas presented the third agenda item – Accessory Structures

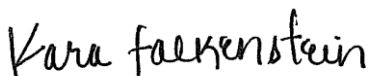
Mr. Prichard discussed the proposed changes to the language. There was much discussion on changes that the Commission members would like to see made to the proposed language. Discussion included: height of wind generators, storage of vehicles not belonging to the property owner and larger accessory structures being placed farther from the property line.

By consensus the Commission members agreed to hold a Public Hearing at the November meeting to hear the proposed language based on discussion from that night's meeting.

Chairman Mikulas presented the fourth agenda item – Staff/Commission Comments

Mike Hughes, City Manager, updated the Commission members on the types of meetings that could be held in the upcoming future. The City was introducing a hybrid meeting option of in-person and electronic. Most members preferred the in-person option, however, felt the hybrid may be an option, when needed.

Adjourned 7:12 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING BOARD
November 17, 2020
STURGES-YOUNG CENTER FOR THE ARTS – UPSTAIRS BALLROOM

Chairman Mikulenas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulenas, Stage, Brothers, Alvez, Liston

Commissioners Present Virtually: Allen, Caywood

Commissioners Absent: Eaton, Mahler

Staff Present: Will Prichard, Director of Community Development; Ken Rhodes, City Clerk; Kara Falkenstein, Recording Secretary

Also Present: Matt Craven, Burr Oak, MI; Elizabeth Hooley. 64720 Needham Road, Burr Oak; Dan Cherry, Sturgis Journal

Also Present Virtually: Michael Hughes, City Manager; Adam Finlayson, 811 Broadus; Scott Moorehead, Stash Ventures, LLC.; Julie Moorehead, Stash Ventures, LLC.

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from October 20, 2020 regular meeting.

Chairman Mikulenas asked for visitor comments for items not on the agenda. Elizabeth Hooley approached the podium and explained she was interested in purchasing the property located at 201 Broadus, the former Center for Health and Wellness, for development of an adult foster care home. In contacting the Community Development Department, Ms. Hooley was made aware that the property was not currently zoned to permit an adult foster care home. Will Prichard, Director of Community Development, had suggested Ms. Hooley present her plan to the Planning Commission members for feedback on any options she may have.

Discussion took place regarding Ms. Hooley's proposed use of the building, how many residents she proposed to house and the expansion she had planned to complete.

Mr. Mikulenas explained that there was not currently a special land use, however, a zoning district change would be possible. Another option would be to draft and propose new language for a special land use regarding adult foster care homes. The recommendation could then be heard by the City Commission. He explained that this is a process and does take time. Mr. Mikulenas indicated he would be in favor of reviewing proposed language at an upcoming meeting with a Public Hearing at some point in the future.

Chairman Mikulenas presented the first agenda item – Special Land Use – 811 Broadus – Skye Farms - 2 Commercial Medical Marihuana Class C Grow Facility Permits

Chairman Mikulenas opened the Public Hearing and explained that the owners of the property located at 811 Broadus, Skye Farms, had previously been granted a special land use for one Medical Marihuana Class C Grow permit. The owners were now requesting an additional 2 Medical Marihuana Class C Grow permits, which would allow for 3,000 additional plants, bringing the total to 4,500 plants.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Allen, seconded by Liston, to approve the special land use request for two additional Commercial Medical Marihuana Class C Grow Facility permits for Skye Farms, LLC. located at 811 Broadus, as presented.

Voting yea: Seven Voting nay: None Absent: Eaton, Mahler MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Special Land Use – 811 Broadus – MISkye, LLC – Provisioning Center

Chairman Mikulenas opened the Public Hearing and explained that the owners of the property located at 811 Broadus, MISkye, LLC., was under the same ownership Skye Farms, LLC. MISkye, LLC. was seeking a special land use for medical marihuana provisioning center at this same location.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Stage, seconded by Brothers, to approve the special land use request for a Commercial Medical Marihuana Provisioning Center for MISkye, LLC. located at 811 Broadus, as presented.

Voting yea: Seven Voting nay: None Absent: Eaton, Mahler MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Special Land Use – 618 N. Centerville Road – Stash Ventures, LLC. – Provisioning Center

Chairman Mikulenas opened the Public Hearing and explained that the owners of the property located at 618 N. Centerville Road, Stash Ventures, LLC., are requesting a special land use for a medical marihuana provisioning center at that location. The owners had plans to expand the existing building and house a provisioning center and grow operation. The east side of the building would house the provisioning center and the west side of the building, once expanded upon, would house the grow operation. The special land use for the grow operation would be requested at a later meeting.

The owners of the property, Scott and Julie Moorehead, were present virtually and explained their history of ownership of retail businesses and their plans for the business in Sturgis.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Stage, seconded by Alvez, to approve the special land request for a Commercial Medical Marihuana Provisioning Center for Stash Ventures, LLC. at 618 N. Centerville Road.

Voting yea: Seven Voting nay: None Absent: Eaton, Mahler MOTION CARRIED

Chairman Mikulenas presented the fourth agenda item – Zoning Ordinance Amendment – Retail and Retail Services in the Manufacturing Zoning District

Chairman Mikulenas opened the Public Hearing and explained that the zoning ordinance amendment regarding retail and retail services in the manufacturing zoning district had been previously discussed at the October Planning Commission meeting. Discussion from the October meeting had been used as directive to make changes to proposed language. Changes had been made to the proposed language and had been brought back for review at this this meeting.

Matt Craven, a resident of Burr Oak, approached the podium and explained that he was interested in operating a microbusiness on a parcel of land on Kitson Avenue, which is located within the Bullard Industrial Park. City staff indicated they would make contact regarding this matter.

Discussion took place among members regarding the proposed amendment. Many voiced that they hesitated to require a minimum of 7,500 square feet for retail use; many indicated they would be more comfortable with language reading 5,000 square feet. Members requested the rest of the language remain the same, however, to change the minimum square footage of retail to be 5,000 square feet.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Liston, seconded by Stage, to recommend the zoning amendment to Appendix A, Section 1.0603 Special Land Use Designated (TT), with the exception of a change to (TT) (1) to read as follows: 'The retail use must be a minimum of 5,000 square feet' instead of the previously indicated 7,500 square feet.

Voting yea: Seven Voting nay: None Absent: Eaton, Mahler MOTION CARRIED

Chairman Mikulenas presented the fifth agenda item – Zoning Ordinance Amendment – Accessory Buildings, Structures and Uses

Chairman Mikulenas opened the Public Hearing and explained that the zoning ordinance regarding accessory buildings, structures and uses had been previously discussed at the October Planning Commission meeting. Changes had been made to the proposed language based on discussion from the previous meeting. Mr. Prichard indicated the changes that had been made and how the square footage was calculated.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Allen, seconded by Brothers, to recommend the zoning amendments to Appendix A, Section 1.1105 Accessory Buildings, Structures and Uses as presented to the City Commission for approval.

Voting yea: Seven Voting nay: None Absent: Eaton, Mahler MOTION CARRIED

Chairman Mikulenas presented the sixth agenda item – Zoning Ordinance Amendment – Two Family Dwellings in the R-3 Zoning District

Chairman Mikulenas opened the Public Hearing and explained that at the October Planning Commission meeting a zoning ordinance amendment had been discussed regarding two family dwellings in the R-3 zoning district. He highlighted the changes to the proposed language.

Mr. Prichard reviewed the requirements that the applicant would have to apply for a special land use. Mr. Liston inquired whether there were requirements for carports or garages; Mr. Mikulenas indicated there is not, just that there must be a minimum of 2 parking spaces per tenant space.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Alvez, seconded by Liston, to recommend the zoning amendment to Appendix A, Section 1.0403 R-3 Residential District to add a Special Land Use for Two Family Dwellings as presented to the City Commission for approval.

Motion: Made by Alvez, seconded by Liston, to recommend the zoning amendment to Appendix A, Section 1.0603 Special Land Use Designated (B) as presented to the City Commission for approval.

Adjourned 6:36 p.m.

Kara falkenstein

Kara Falkenstein, Recording Secretary

**REGULAR MEETING – STURGIS PLANNING BOARD
DECEMBER 15, 2020
ELECTRONIC/VIRTUAL MEETING**

Chairman Mikulas called the meeting to order at 5:30 p.m.

Commissioners Present: Mikulas, Allen, Stage, Brothers, Alvez, Liston, Mahler, Caywood
Commissioners Absent: Eaton

Staff Present: Will Prichard, Director of Community Development; Andrew Kuk, Assistant City Manager; Kara Falkenstein, Recording Secretary

Also Present: Dave Setterblad, 1291 Kitson Avenue; Gene Harrison, Green Standard Cultivation; Pat Maloy, Green Standard Cultivation; James Deweese, Green Standard Cultivation; Scott Moorehead, Stash Ventures, LLC.; Julie Moorehead, Stash Ventures, LLC.; Aaron Barnhardt, Stash Ventures, LLC.; Adrien Alvarez, Stash Ventures, LLC.; Chris Lance, Stash Ventures, LLC.; Geoff McKinney, Stash Ventures; Vince Rossi, Stash Ventures, LLC.; Paul Weisberger, Green Buddha; Jamie Crites, 118 and 120 S. Monroe; Jeff Mullins, Vice-Mayor; Jon Good, City Commissioner; Dan Cherry, Sturgis Journal

APPROVAL OF AGENDA

Motion: Agenda was approved by consensus.

Action of Minutes of Previous Meetings

APPROVAL of the minutes from November 17, 2020 regular meeting.

Chairman Mikulas presented the first agenda item – Special Land Use – 618 N. Centerville Road – Stash Ventures, LLC. – One (1) Commercial Medical Marijuana Class C Grow Facility Permit

Chairman Mikulas opened the Public Hearing, read the Staff report and explained that Stash Ventures, LLC. was seeking a Special Land Use for a grow operation at 618 N. Centerville. He indicated that this was the same location that the owners had been granted a special land use for a provisioning center at the November Planning Commission meeting.

Scott Moorehead, the owner of Stash Ventures, LLC., explained that they planned to keep the existing building for their provisioning center. The proposed 2 story expansion would be for their grow operation.

Mr. Mikulas reviewed the requirements from the ordinance that are required to be completed within one year and asked whether the owner had been made aware of these requirements; Mr. Moorehead indicated that he was aware and was prepared to complete the requirements.

Chairman Mikulas asked for comments from the public; no public comments or concerns were heard.

The members reviewed the Special Land Use criteria; all criteria was met.

Chairman Mikulas closed the Public Hearing.

Motion: Made by Allen, seconded by Stage, to approve the special land use request for one Commercial Medical Marijuana Class C Grow permit for Stash Ventures, LLC. located at 618 N. Centerville Road, as presented.

Voting yea: Seven

Voting nay: One (Mahler)

Absent: Eaton

MOTION CARRIED

Chairman Mikulas presented the second agenda item – Special Land Use – 1301 W. Dresser Drive – Green Standard Cultivation – One (1) Adult Use Marijuana Class C Grow Establishment License

Chairman Mikulenas opened the Public Hearing and read the staff report. He asked if anyone was present to represent Green Standard Cultivation. Pat Maloy explained that they would be locating an adult use grow operation at the former Basin Material Handling facility. He indicated they would be making no structural changes and no exterior construction would be done at the building.

Mr. Mikulenas reviewed the requirements from the ordinance that are required to be completed within one year and asked whether Mr. Maloy was aware he must complete them within the timeframe; Mr. Maloy indicated he understood the requirements and proposed to meet them.

Mr. Liston inquired whether there were any plans for expansion; Mr. Maloy indicated that if they would expand it would not be until 2021 or 2022. Mr. Allen asked whether the approval should be subject to the completion and approval of background checks; Will Prichard, Director of Community Development, indicated the background checks had recently been completed and approved.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

The members reviewed the Special Land Use criteria; all criteria was met.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Brothers, seconded by Liston, to approve the special land use request for one (1) Adult Use Marihuana Class C Grow Establishment license for Green Standard Cultivation, LLC. located at 1301 W. Dresser Drive, as presented.

Voting yea: Seven Voting nay: One (Mahler) Absent: Eaton MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Special Land Use – 1291 Kitson Avenue – Secure Transport of Michigan, LLC. – Secured Transporter Facility

Chairman Mikulenas opened the Public Hearing, read the Staff report and explained that Secure Transport of Michigan, LLC was seeking a special land use for a secure transporter at 1291 Kitson Avenue. Dave Setterblad, owner of the property, explained the nature of the business.

Discussion followed on the requirements of secure transporters by the State. Mr. Brothers inquired as to what the safety measures would be; Mr. Setterblad indicated he would have 2 computer aided locked safes with video.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

The members reviewed the Special Land Use criteria; all criteria was met.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Allen, seconded by Stage, to approve the special land request for a Commercial Medical Marihuana Secure Transporter Facility Permit for Secure Transport of Michigan, LLC. located at 1291 Kitson Avenue, as presented, with the condition that the background check is completed and approved.

Voting yea: Eight Voting nay: None Absent: Eaton MOTION CARRIED

Chairman Mikulenas presented the fourth agenda item – 1291 Kitson Avenue – Site Plan Review – Secured Transporter Facility

Chairman Mikulenas read the Staff report and indicated for Mr. Setterblad to provide information regarding the site plan. Mr. Setterblad explained that, at start up, he would employ only two workers, however, would like room to

expand. Chairman Mikulenas explained to Mr. Setterblad that if any changes are made to the proposed building or parking area in the future, an additional site plan review would be required for a minor site plan change. Mr. Setterblad indicated it was probable he would use more of the property in the future and the site plan could change.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Motion: Made by Allen, seconded by Caywood, to approve the site plan for 1291 Kitson Avenue (Parcel ID #75-052-105-004-00), as presented, with the condition that the owner will complete the sidewalk assessment paperwork before the building permit can be issued.

Voting yea: Eight Voting nay: None Absent: Eaton MOTION CARRIED

Chairman Mikulenas presented the fifth agenda item – Site Plan Review – 1139 S. Centerville Road – Green Buddha

Chairman Mikulenas read the Staff report and asked if there was a representative for Green Buddha. Paul Weisberger provided an overview of the proposed building construction. The proposed plans included space for the medical marihuana provisioning center as well as 3 additional tenant spaces. Mr. Weisberger indicated that the tenant space on the south end of the building would house a drive-thru, as they were in demand during the pandemic. He indicated that, once approved, they planned to begin construction on the building, even during inclement weather.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Motion: Made by Allen, seconded by Brothers, to approve the site plan for 1139 S. Centerville Road (parcel ID #75-052-777-212-01), as presented.

Voting yea: Eight Voting nay: None Absent: Eaton MOTION CARRIED

Chairman Mikulenas presented the sixth agenda item – Zoning District Change Request – 118 S. Monroe Street and 120 S. Monroe Street

Chairman Mikulenas read the Staff report and opened the Public Hearing. Jon Good, owner of the property located at 113 S. Maple Avenue, voiced concerns regarding the proposed district changes. He explained that his property abutted the 2 properties that were proposed in the district change requests. In reviewing the parcels, he was concerned that, due to the size of the structures, the new owner, if granted a Residential 4 zoning district designation, could potentially use the 2 properties for multi-unit income properties. Jamie Crites, the new owner of the properties located at 118 and 120 S. Monroe, indicated that he had no intentions of creating the properties into multi-unit dwellings; the property located at 118 S. Monroe would remain a single family and the property located at 120 S. Monroe would remain a duplex as it currently was. Mr. Crites explained that he had no desire to transition the buildings into multi-units due to current code requirements.

Mr. Good voiced that after reviewing the map, he could see that it may make sense to grant the zoning district change request for the 2 parcels to Residential 4, as there were so many R-4 zoned parcels abutting the properties requested for change. He explained that he trusted Mr. Crites would not develop multi-units as Mr. Crites indicated that he would not. Some of the Commission members voiced hesitancy to grant approval on the zoning district change because it would change the parcel regardless of who the owner is and what the intended use was in the future.

Discussion took place regarding this area. It was requested by the planning commission members that staff provide a review of this area with the uses so they can determine if any additional recommendations should be made at a future meeting.

Chairman Mikulenas asked for comments from the public; no public comments or concerns were heard.

Chairman Mikulenas closed the Public Hearing.

Motion: Made by Liston, seconded by Caywood, to recommend the rezoning of 118 S. Monroe, parcel number 052-040-475-00, and 120 S. Monroe, parcel number 052-040-476-00, from the Central Business (BC) zoning district to Residential 4 (R-4) zoning district to the City Commission for final approval.

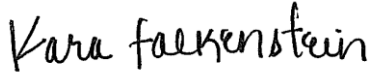
Voting yea: Eight

Voting nay: None

Absent: Eaton

MOTION CARRIED

Adjourned 6:53 p.m.



Kara Falkenstein, Recording Secretary